

March 9, 2004

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Executive Assistant to the Executive Director and Clerk of the Board (P1/P2), Job Number 04-128.

### **Executive Assistant to the Executive Director and Clerk of the Board, P1/P2**

**SALARY RANGE:** \$3,633 – 5,009/mo., depending on education and experience. Excellent benefits including up to \$100/mo. reimbursement for public transit costs, California Public Employees Retirement System with 7% employee contribution paid by ABAG and full medical benefits.

**ASSIGNMENT:** Under general supervision, the incumbent will perform a variety of professional tasks in support of the Executive Director, Deputy Executive Director and Assistant Executive Director. Independently compose routine correspondence; greet visitors; answer varied inquiries and explain Association policies and procedures; screen telephone calls, set up appointments and maintain Executive Director's calendar in GroupWise. Make travel arrangements and prepare PowerPoint presentations as needed. Assists the Executive Director in a broad range of administrative matters. In support of the Executive Board, handle all meeting logistics ensuring a quorum; post minutes and agendas to web site; follow-up including writing *At A Glance* overview of meeting; confirm appointments to board and committees; and acts as Fair Political Practices Filing Officer.

The position requires the ability to work independently, strong organizational and project management skills. Ability to communicate effectively with elected officials, representatives of government agencies, staff and the public. Proper use of grammar, spelling, and punctuation are needed for composition of correspondence, reports and other documents. Duties include understanding and carrying out written and oral directions, arranging meetings, creating databases and reports, record keeping and filing, mail merge documents, and spreadsheets. The incumbent will be product and detail-oriented, able to prioritize tasks and manage multiple projects concurrently to meet frequent deadlines. Typing speed of 50 is required.

### **EDUCATION/ EXPERIENCE:**

A typical way to gain the required knowledge and experience would be:

- 1) Equivalent to completion of the twelfth grade, preferably supplemented by further education, including college, business or secretarial courses. A college degree highly desirable.
- 2) Six years of increasingly responsible clerical and secretarial experience. Proficiency in MS Office Suite, including Word, Excel, PowerPoint and familiarity with the Internet required. PageMaker and database applications are highly desirable. Two years of executive administrative/secretarial experience highly desirable.

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT <http://www.abag.ca.gov/bayarea/commerce/globe/globe.html> OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 04-128, 101 - 8<sup>TH</sup> STREET, OAKLAND, CA 94607-4756. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.